ALMS MODULE II: LESSON PLANS and
TRAINING SUPPORT PACKAGES (TSP)

RESOURCE MANAGEMENT LESSON SEVEN:
ALMS RESOURCES - EXPENDABLES

SECTION I. Administrative Data

All courses including this lesson

Course # ALMS-101, Army Learning Management System (ALMS).

Tasks taught or supported

a. Tasks taught in this lesson:

Task Number	Task Title
None	None

b. Tasks supported in this lesson. None.

Reinforced tasks

There are no tasks reinforced by this lesson.

Academic hours

The academic hours required to teach this lesson are as follows:

		PEACETIME			MOB
	AC	TASS Training Bns		AC/RC	
	Resident	AT/ADT	IDT	Non-res DL	
	HRS/MOI	HRS/MOI	HRS/MOI	HRS/MOI	HRS/MOI
	0.45 DM	DM	DM	DM	DM
	0.15 PE	PE	PE	PE	PE
Test	0.0	0.0	0.0	0.0	0.0

Total Hours: 1.00

Test lesson number

There is no separate exam for this lesson.

Prerequisite lesson

There is no ALMS prerequisite to this lesson. However, all students require an AKO account, and access the ALMS prior to training.

Foreign restrictions (FD statement)

The materials contained in this course have been reviewed by the course developers and course manager in coordination with the Fort Monroe, VA (HQ, TRADOC) foreign disclosure authority.

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Administrative Data Continued

Security clearance/ access	This course is unclassified.
Reference	The following references were used in this lesson: • ALMS Standard Operating Procedures (SOP) V 0.3, page 15, May 2004 • ALMS User Handbook • ALMS Resource -Expendable Presentation Lesson Template number 1008, V 0.4, Nov 2004 * The references used in this course are imbedded in the ALMS program. If hard copy of this document is desired, it must be printed locally; Program Management Office, Distributed Learning System (PMO-DLS) does not provide copies.
Student study assignments	Students should review the following prior to the start of this lesson (30 days out): • ALMS Advance Packet (ALMS Resource-Expendable Presentation) at dls.army.mil, enter The Army LMS / LMS Training Materials • ALMS User Handbook., Product Distributor Role
Instructor requirements	ALMS instructors must be certified as TRADOC instructors. ALMS instructors must have successfully completed each of the following requirements: • Graduated from a TRADOC approved Army Learning Management System Training Course. • Graduated from a TRADOC approved Instructor Training Course. • Graduated from a TRADOC approved Video Teletraining Instructor Training Course (VTT presentations only). • Graduated from an LMS Train-the-Trainer course. • Served as an assistant instructor for the ALMS course. • Served as lead instructor for the course, or module being taught, under the supervision of a certified ALMS instructor. • Recognized by TRADOC Staff and Faculty Division of the TDAA, DCST, Fort Monroe, VA as a certified ALMS instructor.
Additional support personnel	a. Conventional presentation. This lesson requires an assistant instructor and a technical support person (on-call) when presented in a conventional classroom environment. b. VTT presentation. When taught by VTT, an assistant instructor, site coordinator, and technical support person (on-call) are required at each distant site.

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Administrative Data Continued

Equipment required

The following general equipment is required for conventional and VTT presentation of the ALMS course:

- Computer classroom or computer laboratory with one computer for each student.
- Projection equipment which allows the instructor's computer monitor image to be projected so all students can follow the demonstrations.
- AKO account.

Individual computers should meet or exceed the following specifications:

- System requirements to use the ALMS include web browser (Internet Explorer 5.5 or Netscape 5.0 or higher), NIPRNET or internet connection.
- CPU - Pentium II / III or equivalent, 233 or higher MHz speed.
- Sound card - Sound Blaster compatible audio card.
- Minimum screen resolution - 800 x 600 pixels.
- Users should temporarily disable any pop-up blocking software in use.

System performance will vary depending on quality and speed of network connection.

Most courseware must have the Active X controls enabled in Internet Explorer.

- Internet network, tested and operational.
- The ALMS training database /CD (furnished by the site coordinator/assistant instructor materials) must be loaded and tested. The CD contains ALMS Help Vignettes.
- Optional functions.

Materials required for instruction

a. Instructor materials (non-equipment):

- Instructor's copy of the Lesson Plan.
- ALMS Handbook User's Manual.
- ALMS SOP Training Guide.
- White board and markers, or
- Easel with a flip chart and markers.

NOTE: AI must have the same materials as listed for the instructor.

b. Students are required to have the following materials for each module/lesson:

- Resources (Expendable Equipment) data for input to the ALMS.
- Note paper and a pen or pencil.

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Administrative Data Continued

Classroom, training area, and range requirement

The following classroom requirements are considered a minimum:

a. Conventional instruction:

- Each student must be able to see the computer screen projection.
- Students must have room to work at their individual computer.
- The instructor must be able to see each student.
- The AI must be able to physically reach and assist each student without disturbing other students.

b. VTT presentation. In addition to the conventional requirements listed above:

- Each student at each distant site must be able to see the computer display on the VTT monitor, or the room must be equipped with a large projection screen.
  - Instructor must be able to see students, and hear their questions.

c. See classroom instructions for additional information and specific VTT equipment requirements.

d. There is no range requirement for this lesson.

Ammunition requirements

There is no ammunition requirement for this lesson.

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Administrative Data Continued

Instructional Guidance

a.   Before presenting this lesson, instructors and assistant instructors must thoroughly prepare by studying this lesson, and the identified reference material.

b.   Refer to the ALMS, SOP and User Handbook, for general guidance about ALMS operations.

c.   Even though this is an ALMS Resource Management lesson, many students may already have many of these skills and knowledge. It is important the instructor is aware of this and adjusts the lesson accordingly. However, it is essential that each student leaves this lesson with the skills, abilities, and knowledge presented, as each will be used often in the remainder of the course.

d.   Instructions are given throughout the lesson whenever there is a change, if the classroom Network connection is lost. These are suggestive and may be changed due to set-up or instructional needs.

e.   Power point presentation mirrors teaching points of this lesson in the event of system failure.

f.   Demonstrate ALMS operations on your computer as you are explaining each step. Your instructor's computer monitor image must be projected on a screen so all students may see what you are doing.

g.   Students should follow your actions on their own computers.

h.   Frequently pause and ask students if they are with you. Ensure the AI walks around and watches what students are doing.

i.   Regular slide examples will also continue to be shown for reference.

Mouse use

Ensure students understand:

- All mouse operations are accomplished using the left mouse button, unless specifically stated otherwise.
- ALMS operations require only one left-button click to highlight a section or execute a link.
- Double-clicking a link or button usually results in multiple execution of an operation.

Proponent lesson plan approval

Name	Rank	Position	Date
_____	_____	_____	_____
_____	_____	_____	_____

SECTION II. Introduction

Method of instruction:	Conference
Instructor to student ratio is:	Max: 2:25 Opt: 1:12 Min: 1:6
Time of instruction:	0 hours 05 minutes
Media:	Computer Based Instruction / PowerPoint Presentation / Video Teletraining
References:	LMS SOP, and LMS User Handbook , Product Distributor Role
Security classification:	Unclassified

Motivator

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NOTE: Proposed motivator. Use it, paraphrase it, or develop your own.

a. Greeting of the day! My name is: _____. For the next (*state time period*), I will be your instructor for the Army Learning Management System (ALMS) Module II, ALMS Resource Management - Manage Expendables Resources Data in the ALMS.

NOTE: If VTT, greet all distant sites and attendees. Ensure you have an accurate list of all attending students from each location. If you do not have a seating chart, ask each site to prepare one and send it to you.

b. The Expendable information is collected from the training environment and entered into the system, using the "Product Details" screen provided by the ALMS. Scheduling data resulting from processes managed by Class Managers and Schedulers is married against the expendable Resources in the system and updates the availability status of the expendable resources.

- It is the responsibility of the Product Distributor to maintain accurate inventory of his items in the ALMS. Expendable Resources required for training are decremented from the Product distributor stockade as Learners register for training. As shipments of re-supply are received, the Product Distributor adds the quantities to the balance.

- The Product Distributor can view the requests against his resources at a by-item level. The adjusted availability of his resources to be scheduled further is made available to other users in the system.

- The PD can set flags against his inventory levels at points of his choosing. These will alert him when stockage of certain items fall below the specified level. He can then anticipate and get re-supplies on order.
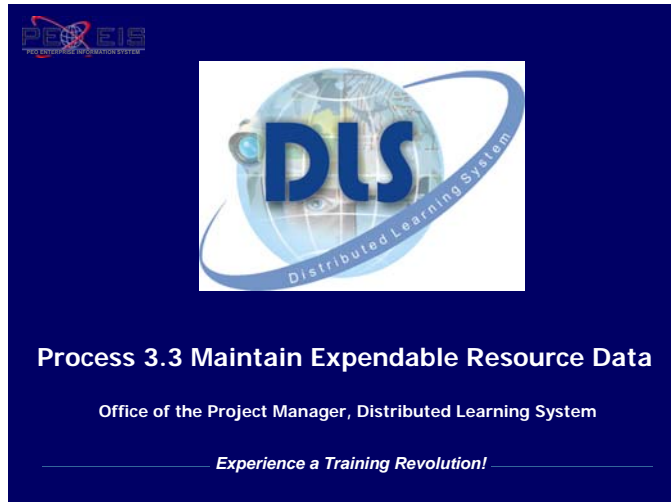
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Introduction Continued
Visual LMS-V1

Process 3.3 Maintain Expendable Resource Data

Office of the Project Manager, Distributed Learning System

Experience a Training Revolution!

Terminal learning objective	*NOTE: Inform students of the following lesson TLO and references.* At the conclusion of this lesson you will:

ACTION:	Manage Expendable Resource Data in the ALMS.
CONDITION:	Given a requirement to use the Army LMS, a computer, an AKO account, and a set of data, ALMS Role permissions and access to the ALMS Help Vignettes.
STANDARD:	Expendable resources are entered and updated correctly for scheduling and availability to ALMS users.

Safety consideration	Students must be made aware of the hazards associated with the use of electrical equipment in general, and computer equipment specifically. Liquids and food are not permitted in the computer classroom. Students are not to open any computer cabinet or disconnect or connect any electrical cables.

Risk assessment level	This lesson is assigned a risk level of low.

Environmental considerations	It is the responsibility of all soldiers and DA civilians to protect the environment from damage. There are no environmental considerations unique to this lesson.

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Introduction Continued

Instructional lead-in	**Expendable resources are consumed, lose their value after use, or are so inexpensive as to make tracking them as accountable more costly in time and effort than they are worth. They can be found in all Supply Classes, (durable hand tools under $25 that are components of Class VII kits are considered "expendable"). They are generally kept "in stock" by an organization to support training and require periodic reordering or replenishment.**

- We'll begin this lesson by looking at the process flow of Managing Expendables in the ALMS.

- These instructions are an overview of the covered subject topics and are not expected to make you a Subject Mater Expert.

- They are designed to provide you with reference knowledge to address function areas within the ALMS in developing a clear understanding of the Facility Manager Role of "Managing Expendables Resource Data" in the ALMS.

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SECTION III. Presentation

Enabling learning objective A

NOTE: Read or paraphrase the ELO, or have a student read it.

At the conclusion of this portion of the lesson each of you will be able to:

ACTION:	Navigate to the ALMS "Product Details Page".
CONDITION:	Given a requirement to use the Army LMS, a computer, an AKO account, the ALMS SOP and User Handbook.
STANDARD:	Navigate to and enter the correct data in the ALMS "Product Details Page" fields, in accordance with the ALMS SOP.

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Learning activity 1

The student will learn how to create / edit the Product Details information screen.

Method of instruction:	Demonstration / Hands-on
Instructor to student ratio is:	Max: 2:25 Opt: 2:12 Min: 1:6
Time of instruction:	0 hours 30 minutes
Media:	Computer Based Instruction / PowerPoint Presentation / Video Teletraining
References:	ALMS SOP, page 9, ALMS User's Handbook; Facility Manager Role
Security classification:	Unclassified

Purpose

The ALMS provides an automated and standardized procedure for managing Expendable resource data in accordance with TRADOC and the ALMS SOP.

Visual LMS-V2
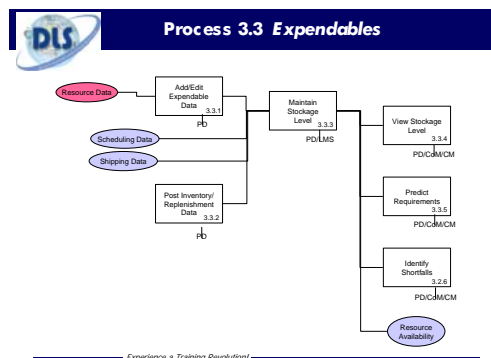
NOTES: V2

a. The process for entering, maintaining, and managing expendable resource data works like this (walking from left to right):

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Presentation Continued

b. First, note that the individual performing these processes is the Product Distributor– that is the ALMS Role designation for an individual who manages Expendables.

c. Expendable information is collected from the training environment and entered into the system, using the "Product Details" screen provided by the ALMS. Scheduling data resulting from processes managed by Class Managers and Schedulers is married against the expendable Resources in the system and updates the availability status of the expendable resources.

d. It is the responsibility of the PD to maintain accurate inventory of his items in the ALMS. Expendable Resources required for training are decremented from the Product distributors stockage as Learners register for training. As shipments of re-supply are received, the PD adds the quantities to the balance.

e. The Product Distributor can view the requests against his resources at a by-item level. The adjusted availability of his resources to be scheduled further is made available to other users in the system.

f. The PD can set flags against his inventory levels at points of his choosing. These will alert him when stockage of certain items fall below the specified level. He can then anticipate and get re-supplies on order.

Transition to next slide: Before getting too deep into this lesson. Let's look at definitions of expendables in the ALMS.

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Presentation Continued
Visual LMS-V3

DLS	**Definition of Expendables**

- ➲ **Expendable Training Resources (Resources that are consumed during training)**
- ➲ **Items that are generally kept "in stock" by an organization to support training and require periodic reordering or replenishment.**
- ➲ **Examples are: Workbooks, Student Hand-Outs, Training Supplies, etc.**

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NOTES: V3

As Expendable Training resources are consumed and quantities managed in the ALMS, replenishing is accomplished using normal supply channels.

Transition to next slide: To reinforce your understanding of Expendables in the ALMS, Let's do the associated Help Vignette.

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Presentation Continued
Visual LMS-V4

DLS	**Product Distributor Inventory Vignettes**

Show Me, Version

➲ **"Product Distributor Manager Inventory" Show Me**

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NOTES: V4

NOTE TO INSTRUCTOR: Show "visual ALMS-V4" and provide navigation to vignette.

This ALMS vignette demonstrates how to create inventory products and update inventory.

I would like the class to take 10 Minutes to view this vignette before we continue.

The NAVIGATION Steps to view vignettes are:
   a.   Headphones at workstation are required
   b.   From the "My Home" page, select "Help" in the header tab bar.
   c.   In the "My Roles" menu, select the "Product Distributor" link.
   d.   In the "My Documents" menu, select "Show Me" beneath the title: Product Distributor Manager Inventory

Please remove your headphones when you are finished, so I'll know we are ready to continue.
- Generally, the **Course Manager** is the first in the training process to recognize the requirement for an expendable Resource. **Course Managers needing a particular expendable Resource to associate with a Lesson template are expected to create the Resource type as a new Product in the ALMS, if it doesn't already exist.**

- The **Class Managers** should note the requirements associated with Lessons derived from that template and coordinate with the local **Product Distributor** to ensure that this expendable Resource is on hand at the training institution.

If so, the Product Distributor must locate the Resource in the Data Base and edit the record so that details such as storage location and stockage levels are complete and accurate.

We'll look at the procedures for maintaining expendable data in the ALMS.

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Presentation Continued
Visual LMS-V5

NOTES: V5

Navigation steps to the Product Details screen in the ALMS:

    a. Go to (drop down menu): Select **Catalog**
    b. Select "**Product**" from gray **Horizontal Navigation Bar**
    c. Select "**Search**" to locate the Product (Expendable Resource)

Once found in the system, clicking on the edit icon will bring up the Product Details screen for that item type)

[Using mouse or laser pointer, trainer indicates specific fields he is describing.]

Note to Instructor: Trainer should walk the class through the Product Details screen, pointing to and describing the major fields associated with the Product record.

The fields highlighted in red and display an asterisk is a mandatory field to populate, and they are:

- **Product Group:** Use the finder icon to select from the pick list the Group for this product. Product Groups correspond roughly to Proponents for training materials. In this case, it can match the training organization the PD is representing.

- **Product Number:** Free text field. This is a unique identifier for this product.
- **Name:** Free text field. This is a unique identifier for this product.

- **Category:** This is the Product type. There is a Finder icon and Pick list for selecting this field entry.

- **Security Domain:** Finder and Pick list. This should match the unrestricted security domain of the Proponent in most cases.

- **Manager Approval:** This field is only used for training Products– not Expendable Resources.

- **Available From:** Also used for training Products.

- **Vendor:** If the vendor is not available from the pick list, have IBM support trainers add it on the

spot.

- **Manufacturer:** If the manufacturer is not available from the pick list, have IBM support trainers add it on the spot.

- **Display Check List:** It is important to check the "Use as Resource" box. All other boxes refer to training Products.

Non-mandatory fields can be left empty or at their default values unless a Facility Manager has a special circumstance requiring their use.

The Product Distributor will note that the left navigation bar contains one link important to the management of Expendable Resources– **"Inventory Location".** Most of the other links do not apply to Resources.

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Presentation Continued

Learning activity 2	The student will learn how to Create / edit the "Inventory Location" screen in the ALMS.

Method of instruction:	Demonstration / Hands-on
Instructor to student ratio is:	Max: Opt: Min
Time of instruction:	hours minutes
Media:	Computer Based Instruction / PowerPoint Presentation / Video Teletraining
References:	ALMS SOP, LMS User's Handbook.
Security classification:	Unclassified

ALMS Resource-Expendable

Transition note	The Inventory Location screen is where the Product Distributor will perform all of the important actions associated with managing his Resource items.

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Presentation Continued
Visual LMS-V6

NOTES: V6

Instructor Note: Instructor needs to know a specific Expendable Resource stored in the ALMS and be able to call it up in order to demonstrate the management of these Resources.

The top portion of this screen shows the locations/buildings established in the system where this Resource is managed. The Product Distributor either creates a new location or edits an existing location from this list.

To create a local instance of this Resource record, the following fields must be supplied.

- **Location (mandatory):** The Product Distributor selects from a pick list using the finder icon.

- **Quantity (mandatory):** Integer value is required. Default is zero. The Product Distributor enters the number of products (expendable Resources) currently on hand.

- **Reorder Quantity:** The Product Distributor sets the value that corresponds to the level of stockage at which he wants to be notified for reordering purposes. Note: The get items for reorder radio button on the left navigation bar will filter a search to include only those items where the balance is at or below the reorder level.

- **Building:** Use the finder icon to bring up a pick list for buildings at your location where this Resource is kept.

- **Work Bin Location:** These fields are available for use in warehouse or storage operations as the manager sees fit.

- **Bulk Bin Location:** These fields are available for use in warehouse or storage operations as the manager sees fit.
- **Weight (in pounds):** This field has particular value if the Resource/product is to be shipped or mailed (shipping weight).

Transition to next slide: The next visual discusses the physical location, quantity and reorder quantity fields.

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Presentation Continued
Visual LMS-V7

NOTES: V7

- The **"Inventory Locations"** link in the left navigation bar displays a menu that allows the Product Distributor to edit the Location, Building, Quantity, and Reorder Quantity fields.

- The Product Distributor changes the Quantity field upon receipt of new stockage or while making an adjustment after conducting a physical inventory. ***Negative numbers are allowed.***

- The Product Distributor should enter the amount/quantity received-***not the new total.***

- **Changing the bin location fields will not generate an audit record.**

Transition to next slide: Now that we've discussed the physical location, quantity and reorder quantity fields and how to edit those fields, lets complete this short PE on how to manage inventory in the ALMS.

Presentation Continued
Visual LMS-V8

DLS   **Product Distributor Inventory PE**

Let Me Vignette

Practical Exercise – Run the Let Me vignette
➲ "Product Distributor Manager Inventory" Let Me

Experience a Training Revolution!

NOTES: V8

This PE will assist you in demonstrating how to create inventory products and update inventory.

Take 15 Minutes to complete this before we continue.

The NAVIGATION Steps to view vignettes are:

a. From the "My Home" page, select "Help" in the header tab bar.
b. In the "My Roles" menu, select the "Product Distributor" link.
c. In the "My Documents" menu, select "Let Me" beneath the title: Product Distributor Manager Inventory

Please look up when you are finished, so I'll know we are ready to continue.

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SECTION IV SUMMARY

Learning activity review	*NOTE: Review the major teaching points. Remind students how all the modules and components of the ALMS are linked together.*

Solicit questions from students	a. Ask students for their questions. b. Answer all questions and ensure the answers are understood.

Check on learning	*NOTE: Ask these questions, or develop your own. Ensure students understand the learning points of this learning activity. You are not required to conduct this check on learning if you are confident the students understand the material. When asking questions: Ask; Pause; Call on a specific student to answer.* **QUESTION: Define Expendable Training Resources in the ALMS.** **ANSWER: Resources that are consumed during training and require periodic reordering or replenishment.** **QUESTION: Generally, who is the first in the training process to recognize the requirement for an expendable resource?** **ANSWER: Course Manager** **QUESTION: Who is responsible to edit records so details such as storage location and stockage levels are complete and accurate in the ALMS?** **ANSWER: Product Distributor**

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Presentation Continued
Visual LMS-V9

Maintain Expendable Resource Data

What We've Learned:
➲ **Definition of Expendables**
➲ **How to prepare a Product Detail Record**
➲ **How to prepare an Inventory Location Record**
➲ **How to edit an Expendable Resource**

Questions?

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NOTES: V9

In this lesson you learned about Maintaining Equipment Resources in the ALMS

The following key points were discussed within the lesson:

- Definitions of Expendables
- Product Detail Record
- Inventory Location Record
- Expendable Resources

What are your questions pertaining to maintaining expendable resource data?

Closing statement	**What We've Learned…** **The process for:** **Managing Expendables Resources in the ALMS** **How to complete the Product Details screen** **How to complete the Inventory Location and edit Expendable resources screen**
Transition statement to next lesson	You know how Expendable resources are managed in the system. Tomorrow training will target "Course Managers". The Resource Manager training is completed. If you are scheduled for the Course Manager training, training will begin at 0800hrs (location). If not, start inputting the resources you want managed in the ALMS. The trainers will be available for assistance next week during the data input portion of the ALMS fielding and training.

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APPENDIX A

Visual Masters

Title MS Power Point ALMS Resource-Expendable	**Lesson Template Number1008**

APPENDIX B

Practical Exercises

Resource Management Lesson – ALMS Product Distributor Manager Inventory   ALMS Help
"Let Me Vignette"   Product
                                                                                Distributor
                                                                                Role

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